

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 7 March 1956

FROM : Area Records Officer,  
Office of the Comptroller

SUBJECT: Machine Records Division Records Control Schedule

1. There is attached copy of memorandum dated 21 September 1955 from the Chief, Machine Records Division to the Chief, Fiscal Division requesting changes in the disposition of Items 107-a, 107-b, and 107-c.

2. Inasmuch as the IBM Payroll Cards are non-record material, I concur in the recommended disposition instructions. These changes have been made to the schedule as indicated on the attached Form 139a.



25X

Attachments

<b>RECORDS RETIREMENT REQUEST</b>				ASSIGNED BY RECORDS CENTER JOB NO. <b>62-1068</b>	
<small>Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.</small>				<small>FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.</small>	
<b>PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)</b>					
TO: Chief, Records Center.		FROM: (Office) <b>COMPTROLLER</b>		DIVISION <b>ADPD</b>	
		BRANCH <b>ACCOUNTING</b>		SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
<small>DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)</small>					
<p>Name of File:      Expenditure, Property Issue &amp; Cost Cards</p> <p>Contents:          IBM Cards</p> <p>Function:          Used to prepare reports recording all expenditures and disbursements made against a particular allotment.</p> <p>Arrangement:      By Fiscal Year and Allotment Account Number thereunder.</p> <p>Inclusive Dates:   For the period 1 July 1961 thru 31 December 1961, covering Fiscal Year 1961.</p>					
<div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> SHELF LIST ATTACHED</div> <div><input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER</div> </div>					
CLASSIFICATION OF RECORDS  <b>SECRET</b>			FILE EQUIPMENT OCCUPIED BY RECORDS  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> LETTER  <input type="checkbox"/> LEGAL </div> <div> <b>Approx. 72,000 - 36 boxes</b>  <small>NUMBER OF DRAWERS</small> </div> <div> <input type="checkbox"/> OTHER (specify) </div> </div>		
APPROXIMATE REFERENCE ACTIVITY PER MONTH <b>NONE</b>					
<b>LOCATION OF RECORDS</b>					
BUILDING <b>Curie Hall</b>	ROOM <b>Wing A</b>	EXTENSION	DATE <b>4 April 1962</b>		
<b>PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)</b>					
TYPE OF MATERIAL  <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD </div>					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")   					
<b>DISPOSITION AUTHORIZATION</b>					
CITE SCHEDULE OR AUTHORITY  <b>Sch. No. 31.06-57 Item 72 a</b>					
BUILDING <b>HQ.</b>	ROOM <b>6E69</b>		DATE <b>4 April 1962</b>		

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